


**From the Ground Up:  
A Journalism Graphics Survival Guide**

A Honors Thesis (HONRS 499)

by

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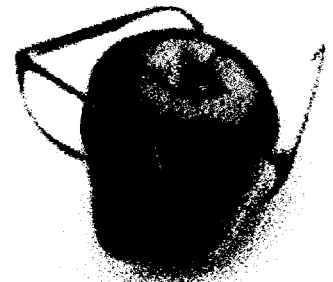
May 1, 1999

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# Author's Notes

## ABSTRACT AND ACKNOWLEDGMENTS



### NOTES

#### Abstract

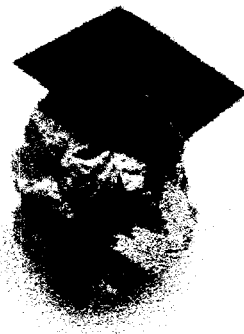
- This survival guide was created to help students make their way through the journalism graphics program. When I started the program as a freshman I had many questions but didn't know where to look for the answers. This supplement will hopefully answer journalism graphics students questions or direct them where to look for the answers. It will allow students to know what is available in terms of courses, extracurricular activities and scholarships. Also included in the survival guide are a list of important dates, general journalism department information section, job and internship guide, and a list of where to find resources.

#### Acknowledgments

- Thanks to Michael Price, my thesis advisor, for putting up with my hectic schedule this semester. I wouldn't have been able to complete this project or year if it wasn't for his help, encouragement and support. Thanks also to Rich Rokicki and Chris Shaw for their help throughout the year.

# Important Dates

DATES TO REMEMBER FOR 1999-2000



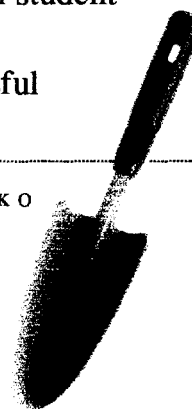
NOTES

This guide is provided by the Ball State Society for News Design student affiliate as a service to journalism graphics majors.

Contained are seeds of information necessary to cultivate successful journalism graphics students.

BY MOLLY SEDLACKO

# Digging in



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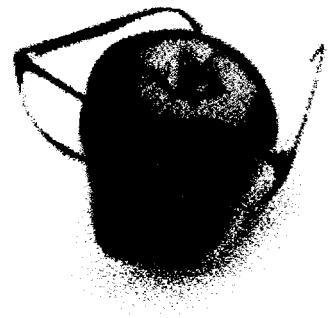
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# The Program

## OVERVIEW OF THE GRAPHICS SEQUENCE



### NOTES

#### **What Is Journalism Graphics?**

The Journalism Graphics major emphasizes the integration of writing, editing and design. Students develop the aesthetic, theoretical and technical knowledge required to become visual journalists.

The objective of the visual journalist is to plan and produce content-driven, visual presentations for newspapers and online news/information services.

Journalism Graphics majors choose between two options of study:

- **Option 1:** Graphics Reporting
- **Option 2:** Visual Editing

#### **What the program isn't**

The Journalism Graphics major does not educate graphic designers for studio and agency careers of the graphic arts and publishing professions. This program is aimed at the news industry.

The Journalism Graphics major is not an in-depth extension of the Journ 125 Communication Graphics course. Journ 125 is a survey, visual literacy course intended for all journalism majors. Journalism Graphics is specialized chiefly for news-editorial careers.

# Curriculum

## JOURNALISM GRAPHICS AT A GLANCE



### NOTES

- Before planning your schedule, students should schedule appointments with Dan Waechter, curricular adviser, and Michael Price, Journalism Graphics sequence coordinator.

### GENERAL STUDIES REQUIREMENTS (46 HOURS)

#### Core Requirements (15 Hours)

ENG 103 English Composition 1\*\*\*  
ENG 104 English Composition 2\*\*\*  
HIS 150 Western Civilizations\*\*\*  
SPCH 210 Fundamentals In Public Communication\*\*\*

#### Distribution Requirements (26 Hours)

- Physical, Earth and Life Sciences (6 Hours)

Choose one course from two of the three following categories:

##### Physical Sciences

ASTRO 100 Astronomy\*\*\*  
ASTRO 120 Star Systems\*\*\*  
CHEM 100 People Chemistry\*\*\*  
CHEM 101 Biochemical HSC\*\*\*  
CHEM 111 General Chemistry 1\*\*\*  
PHYCS 100 Conceptual Physics\*\*\*  
PHYCS 110 General Physics 1\*\*\*  
PHYCS 120 General Physics 1\*\*\*

##### Earth Sciences

GEOG 101 Earth Sea and Sky\*\*\*  
GEOL 101 Planet Earth\*\*\*  
NREM 101 Environment and Society\*\*\*

##### Life Sciences

BIO 100 Life Science\*\*\*  
BIO 111 Principles in Biology 1\*\*\*  
HSC 160 Human Health\*\*\*

\*\* these programs cannot be included among the 65 hours of liberal arts required for all journalism majors, these programs, hours would be in addition to the 65 hours of liberal arts

\*\*\* these courses are considered liberal arts and may be applied to the 65 hour requirement above.

## NOTES

### ■ Social and Behavioral Sciences (6 Hours)

Choose one course each from two of the following subject areas:

ANTH 101 Intr Culturl\*\*\*  
ANTH 103 Archaeology\*\*\*  
ANTH 105 Evolution\*\*\*  
ECON 116 Survey Ideas\*\*  
ECON 201 Elementary Micro\*\*\*  
GEOG 121 Cultural Environment\*\*\*  
HIST 201 U.S. 1492-1876\*\*\*  
HIST 202 U.S. 1877-Present\*\*\*  
POLS 130 American National Government\*\*\*  
PSYSC 100 General\*\*\*  
SOC 100 Principles\*\*\*

### ■ Fine Arts and Humanities (6 Hours)

Choose one course from each of the following categories:

#### Fine Arts

AHS 100 Introduction to Art\*\*\*  
DANCE 100 Introduction to Dance History\*\*\*  
MUHIS 100 Intro to Music\*\*\*  
THEAT 199 Intro to Theater\*\*\*

#### Humanities

CC 101 World Origins\*\*\*  
CC 105 Classic World\*\*\*  
ENG 205 World Literature\*\*\*  
PHIL 100 Introduction\*\*\*  
RELST 101 Religious American Culture\*\*\*  
CH, FR, GER, GRK, ITAL, JAPAN, LAT or SP\*\*\*

### ■ Choose one additional course from Physical Science, Earth Science, Life Science, Social Science Behavior Science, Humanities or Fine Arts.

### ■ International/Global Studies

Choose one course from the following:

ANTH 201 World Change\*\*\*  
CC 205 Myths World\*\*\*  
ECON 279 Problem EM Nats\*\*\*  
GEOG 150 Global Geography\*\*\*  
GEOL 206 Oceans Nations\*\*\*  
HIST 198 Non Western Civilization\*\*\*  
NREM 205 International NR Cons\*\*\*  
POLS 280 Compar System\*\*\*  
POLS 281 Prom Em Nats\*\*\*  
POLS 293 International relation\*\*\*  
RELST 151 Religions of World\*\*\*  
SOC 328 Modernize\*\*\*

\*\* these programs cannot be included among the 65 hours of liberal arts required for all journalism majors, these programs, hours would be in addition to the 65 hours of liberal arts

\*\*\* these courses are considered liberal arts and may be applied to the 65 hour requirement above.

■ Physical Education, Fitness and Wellness

Choose one course from the following:

PEFWL 100 Physical Conditioning\*\*

PEFWL 103 Fitness Walking\*\*

PEFWL 104 Jogging\*\*

PEFWL 117 Swimnastics\*\*

PEFWL 130 Bicycling\*\*

PEFWL 148 Rhythmic Aerobics\*\*

PEFWL 217 Fitness Swimming\*\*

(students may not take more than one PEFWL course)

**PREJOURNALISM CORE REQUIREMENTS (15 HOURS)**

JOURN 101 Mass Media

JOURN 125 Communication Graphics

JOURN 210 Media Writing 1 (only offered in the fall)

JOURN 211 Media Writing 2 (only offered in the spring)

Specific option course JOURN 225 Editorial Presentation

**JOURNALISM GRAPHICS PROFESSIONAL PROGRAM (33 HOURS)**

JOURN 321 News Design

JOURN 325 Journalism Law

JOURN 345 Journalism Visual Reporting

JOURN 442 New Media Design

JOURN 475 WED Seminar

AHS 100 Introduction to Art

ITGRA 182 Photo Lithography 1

GEOG 340 Cartography and Graphics 1 (only offered in the fall)

3 hours from

JOURN 369 Internship

JOURN 479 Non Paid Internship

Choose one category 6 hours

1. Graphics Reporting

JOURN 310 News Reporting

JOURN 346 Advanced Visual Reporting

2. Visual Editing

JOURN 323 Magazine Composition Layout

JOURN 332 Picture Editing

**Suggestion: Because of their intense and time-consuming nature, it is advised that you take two Journalism Graphics courses each semester.**

\*\* these programs cannot be included among the 65 hours of liberal arts required for all journalism majors, these programs, hours would be in addition to the 65 hours of liberal arts

\*\*\* these courses are considered liberal arts and may be applied to the 65 hour requirement above.



## NOTES

Students also have to earn 90 credit hours other than journalism and telecommunications. 65 of those hours must be from liberal arts courses. All department majors must satisfy one of the following:

- Completion of two area of emphasis consisting of at least 9 hours each in two of the disciplines listed below.
- Completion of one area of emphasis consisting of at least 18 hours in one of the following disciplines. Earning a second major or a minor in one of the area listed below satisfies this requirement.

Art: fine arts (AFA)	History (HIST)
Art: history (AHS)	Honors (HONRS)
American Studies (AMSTU)	Health Sciences (HSC)
Anatomy (ANAT)	Italian (ITAL)
Anthropology (ANTH)	Japanese (JAPAN)
Applied Physics (APHYS)	Latin (LAT)
Art (ART)	Math Sciences (MATHS)
Asian Studies (ASIAN)	Music History (MUHIS)
Astronomy (ASTRO)	Natural Resources (NR)
Biology (BIO)	P.E./Fitness and Wellness (PEFWL)
Botany (BOT)	Philosophy (PHIL)
Classical Culture (CC)	Physics (PHYSC)
College: Fine Arts (CFA)	Physiology (PHYSL)
Chinese (CH)	Political Science (POLS)
Chemistry (CHEM)	Psychological Sciences (PSYSC)
Computer Science (CS)	Religious Studies (RELST)
Dance (DANCE)	Science (SCI)
Economics (ECON)	Sociology (SOC)
English (ENG)	Spanish (SP)
Modern Language/Classics (FL)	General Speech (SPCH)
Foreign Programs (FORGN)	Social Studies (SS)
French (FR)	Theatre (THEAT)
Geography (GEOG)	Wellness (WELNS)
Geology (GEOL)	Women's Studies (WMNST)
German (GER)	Zoology (ZOOL)
Greek (GRK)	

# Courses

## JOURNALISM GRAPHICS REQUIRED COURSES



### NOTES

- Before planning your schedule, students should schedule appointments with Dan Waechter, curricular adviser, and Michael Price, Journalism Graphics sequence coordinator.

**Suggestion:** Because of their intense and time-consuming nature, it is advised that you take two Journalism Graphics courses each semester.

### GENERAL JOURNALISM REQUIREMENTS

#### J101: Mass Media In Society

- Study of mass media in their historical and societal contexts emphasizing practitioner issues including ethics, state of the art and future.

#### J125: Communications Graphics

- Theory of visual communication emphasizing the layout of journalistic publications. Content focuses on typography, design, photo selection and use and printing processes. Includes one hour of lab each week. Requires attendance at an out-of-class Quark XPress workshop.

#### J210: Mass Media Writing and Editing 1 (only offered in the fall)

- Theory and practice in writing and editing for journalistic media publications. Includes one hour of lab each week.

#### J211 Mass Media Writing and Editing 2 (only offered in the spring)

- Theory and practice in writing and editing for journalistic media publications. Emphasizes developing editing.  
Prerequisite: J210

#### J245: Editorial Presentation

- Survey of the journalistic visual/verbal relationships and analysis needed to train news editors. Introduces the concepts of journalistic visual reporting, visual editing and journalistic graphics technology. Preparatory for Journalism Graphics sequence majors.
- Prerequisite: J125
- Only open to prejournalism students planning to complete to complete a Journalism Graphics major.

**PROFESSIONAL PROGRAM REQUIREMENTS****J321: Newspaper Design**

- Theory of layout, grid systems, typography, color, and use of photography for newspapers. Emphasizes design problem solving in the editing process and editorial judgment in the newspaper design process. Computer-based production methods will be employed.
- Prerequisite: J125
- Only open to journalism students, not prejournalism students.

**J323: Magazine Design**

- Study of magazine design and production from an editor's point of view. Explores journalistic visual literacy, visual, verbal interpretation, and production methods for magazines and newspaper supplements.
- Prerequisite: J125 or permission of the department chairperson.

**J325: Journalism Law**

- Constitutional and statutory law and regulating agencies affecting the operations of the print and broadcast media with special attention given to recent Supreme Court rulings.

**J332: Visual Editing**

- Selecting, editing and using photographic and other illustrative graphic material. Includes composition principles, photographic reproduction, digital illustration techniques and design of picture pages for newspapers.
- Prerequisite: J230 or J345
- Only open to journalism students, not prejournalism students.

**J345: Journalistic Visual Reporting**

- Examination of the facets of informational graphics and the job of the modern-day graphics reporter. Experience gained in creating and researching explanatory charts, diagrams, maps and graphics editing. Computers are an integral tool.
- Prerequisite: J211 and J245
- Only open to journalism students, not prejournalism students.

**J346: Advanced Journalistic Visual Reporting**

- In-depth examination and experience in the research, creation and editing of informational graphics. Scenarios regarding on-site graphics reporting, deadline graphics execution will be included. Develops stronger digital rendering techniques.
- Prerequisite: J345

**J369: Paid Internship**

- On-the-job training in which journalism or public relations majors get practical experience applying what they have learned in the classroom. Involves assigned duties in an off-campus communications organization with appropriate compensation.
- Prerequisite: permission of the department chairperson, completion of prejournalism curriculum.
- Only open to journalism majors.

**J382: Introduction of Mass Media Research Strategies**

- Practical approaches to research in journalism and media campaigns. Emphasizes survey research, questionnaire construction, interviewing techniques, attitude measurement, copy testing, audience analysis, computer database searches, evaluation of externally supplied research and data interpretation.

**J310: Newspaper Reporting**

- Beat coverage, visual and computer-assisted reporting, including accessing on-line services. Special emphasis on public affairs reporting, such as coverage of school boards; police and fire departments; city, county, state and federal governments; business and nongovernmental organizations.
- Prerequisite: J211
- Only open to journalism students, not prejournalism students.

**J442: Design for New Media**

- Study and experimentation in new media, including design and operations. Instructional emphasis placed on understanding the theoretical and practical applications of new media. As part of the instructional process, may require development of new media products.
- Prerequisite: one of the following: J245, J321, J323, J328, J332, J368, J454 or permission of the department chairperson.

**J475: Writing, Editing and Design Seminar**

- Further develops writing, editing and design skills for journalistic publications. Specialized writing and design projects within the areas of newspaper, magazine and information graphics. Topics also include analysis, career planning and development.
- Prerequisite: (graphics reporting): J321, J345, J346
- Prerequisite: (visual editing): J321, J323, J332, J345

**J479: Non-paid Internship**

- On-the-job training in which journalism or public relations majors get practical experience applying what they have learned in the classroom. Involves assigned duties in an off-campus communications organization without compensation.
- Prerequisite: permission of the department chairperson, completion of prejournalism curriculum.
- Only open to journalism majors.

**AHS 100: Introduction to Art**

- Through a survey of art and artifacts from ancient through modern items and the historical and social elements that helped to shape them, course offers an introduction to the understanding and appreciation of painting, sculpture and architecture.
- Only open to students not majoring in art.

**ITGRA 182: Photo-Offset Lithography**

- Introductory course in photo-offset lithography that includes planning and layout, copy preparation, phototypesetting, line and halftone camera work, platemaking, presswork and introduction to four-color-process printing.

**GEOG 340: Cartography and Graphics 1 (only offered in the fall)**

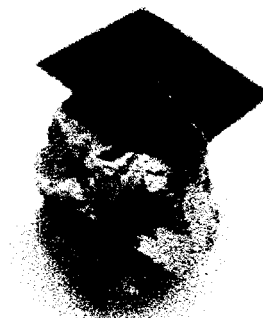
- The construction and design of maps and graphs. Basic drafting techniques and methods of cartographic presentation. Although the emphasis is on graphics presentation of spatially disposed quantitative and qualitative data, the techniques and methods apply to a wide range of subject areas.

**FINE ARTS CONSIDERATIONS**

- While they are not required, Journalism Graphics majors should take as many drawing classes as possible. The art department only allows art majors and minors to enroll in drawing classes. Therefore, Journalism Graphics majors are strongly encouraged to consider a double major or art minor. Students can also take drawing classes during the summer sessions when they are open to all students, not just art majors and minors.

# Related Subjects

## ADDITIONAL CLASSES TO CONSIDER



### NOTES

- Before planning your schedule, students should schedule appointments with Dan Waechter, curricular adviser, and Michael Price, Journalism Graphics sequence coordinator.

### RECOMMENDED DOUBLE MAJORS

- Although not a requirement, Journalism Graphics majors are encouraged to consider two major study areas, strongly recommended choices include double majors in:
  - Journalism Graphics / news editorial
  - Journalism Graphics / photojournalism
  - Journalism Graphics / magazine
  - Journalism Graphics / foreign language
  - Journalism Graphics / graphic arts technology
  - Journalism Graphics / art - graphic design
  - Journalism Graphics / art - drawing\*
  - Journalism Graphics / political science
  - Journalism Graphics / geography
  - Journalism Graphics / economics
  - Journalism Graphics / math

### RECOMMENDED MINOR PROGRAMS

- The following are subject minors strongly recommended in tandem with a Journalism Graphics major or double major, of course, you may choose other programs:

art - drawing \*\*  
art - photography\*\*  
art - painting\*\*  
English - pre-professional\*\*\*  
cartography\*\*\*  
computer science\*\*  
economics\*\*\*  
foreign language\*\*\*

geography\*\*\*  
history\*\*\*  
industry/tech - graphics\*\*  
mathematics\*\*\*  
natural resources\*\*\*  
philosophy\*\*\*  
political science\*\*\*  
psychology\*\*\*

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\*\*\* these courses are considered liberal arts and may be applied to the 65 hour requirement above.

**FINE ARTS CONSIDERATIONS**

- While they are not required, Journalism Graphics majors should take as many drawing classes as possible. The art department only allows art majors and minors to enroll in drawing classes. Therefore, Journalism Graphics majors are strongly encouraged to consider a double major or art minor. Students can also take drawing classes during the summer sessions when they are open to all students, not just art majors and minors.

**RECOMMENDED ELECTIVES FOR JOURNALISM GRAPHICS MAJORS**

When planning your schedule, use this list as a guide when you are searching for sources in their respective areas.

- **Accounting**

ACC 201**	Principles of Accounting
ACC 202**	Principles of Accounting 2

- **Architecture**

ARCH 223*** ****	History of Architecture 1
ARCH 224*** ****	History of Architecture
ARCH 329*** ****	History of Architecture 3

- **Business**

BEOA 111** ****	Introduction to Keyboarding and Word-processing
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- **Computer Science**

CS 104***	Micro Lit
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- **Criminal Justice and Criminology**

CJC 101***	Introduction to the American Justice System
CJC 320***	Criminal Law

- **Economics**

ECON 201***	Elementary Microeconomics
ECON 202***	Elementary Macroeconomics

- **English**

ENG 205***	World Literature
ENG 221***	Fundamentals of English Grammar and Usage
ENG 321***	English Linguistics

- **Finance**

FIN 110**	Personal Finance
FIN 250**	Introduction to the U.S. Financial System

- **Foundations of Education**

EDLIB 133***	Informational Resources in the Library
EDLIB 390***	Introduction to Microcomputers and Library Automation
EDLIB 392***	On-Line Information Retrieval Techniques

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\*\*\*\* permission required from sequence head and architecture chairperson

## NOTES

### ■ Geography

GEOG 120***	Economic Geography and Contemporary Issues
GEOG 150***	Global Geography
GEOG 240***	Map Reading (only offered in the fall)
GEOG 262***	Introduction to Travel and Tourism
GEOG 321***	Urban Geography
GEOG 341***	Cartography 2
GEOG 350***	Geography and the United States and Canada

### ■ Health Science and Physiology

HSC 160***	Fundamentals of Human Health
HSC 180***	Community Health Problems

### ■ History

HIST 101***	Introduction to American Studies
HIST 220***	A Laboratory Course in American History
HIST 222***	The History of American Popular Culture
HIST 413***	Recent United States History: 1945-present
HIST 415***	History of Indiana

### ■ Industrial Technology

ITGRA 180**	Introduction to Graphic Arts
ITGRA 181**	Flexography
ITGRA 182**	Photo Lithography 1
ITGRA 183**	Screen Printing
ITGRA 184**	Computer Applications with Graphic Arts
ITGRA 281**	Ink Paper Finishing
ITGRA 286**	Photography
ITGRA 381**	Quality Control
ITGRA 382**	Digital Imaging 2
ITGRA 385**	Commercial Printing
ITGRA 387**	Color Photography

### ■ Modern Languages and Classics

LAT 101***	Beginning Latin
LAT 102***	Beginning Latin
SP 101***	Beginning Spanish
SP 102***	Beginning Spanish
JAPAN 101***	Beginning Japanese
JAPAN 102***	Beginning Japanese

### ■ Natural Resources

NR 101***	Natural Resources: Environment, Conservation, Society
NR 205***	International National Resources: Development and Conservation
NR 303***	Environmental Economics

### ■ Philosophy

PHIL 102***	Introduction to Techniques of Critical Reasoning
PHIL 202***	Ethics
PHIL 303***	American Philosophy

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\*\*\* these courses are considered liberal arts and may be applied to the 65 hour requirement above.



■ **Physical Education**

PEP 345\*\*\* Sports Information

■ **Political Science**

POLS 130\*\*\* American National Government  
 POLS 210\*\*\* Introduction to Politics  
 POLS 237\*\*\* State and Local Politics  
 POLS 370\*\*\* Public Opinion and Political Behavior

■ **Psychological Science**

PSYCH 100\*\*\* General Psychology  
 PSYCH 241\*\*\* Elementary Statistics  
 PSYCH 277\*\*\* Psychology of Sexual Behavior

■ **Religious Studies**

RELST 101\*\*\* Religions in American Culture  
 RELST 151\*\*\* Religions of the World

■ **Sociology**

SOC 221\*\*\* The Black Community in America  
 SOC 235\*\*\* Sociology of Women  
 SOC 242\*\*\* Social Problems  
 SOC 282\*\*\* Social Statistics

■ **Speech Communication**

SPCH 320\*\*\* Persuasion  
 SPCH 290\*\*\* Intercultural Communication  
 SPCH 375\*\*\* Presentation Communication

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**SUGGESTED LIBERAL ARTS COURSE AREAS OF EMPHASIS**

- In regard to the required 65 hours of liberal arts courses, all department majors must satisfy one of the following:
- Completion of two area of emphasis consisting of at least 9 hours each in two of the disciplines listed below.
- Completion of one area of emphasis consisting of at least 18 hours in one of the following disciplines. Earning a second major or a minor in one of the area listed below satisfies this requirement.

Anthropology

**Art History**

Astronomy

**Biology****Cartography**

Chemistry

Chinese

Classical Culture

**Computer Science****Economics**

English

French

**Geography**

Geology

German

Health Sciences

**History**

Japanese

**Mathematics****Natural Resources**

Philosophy

Physics

Physiology

**Political Science****Psychology**

Religious Studies

Sociology

Spanish

Speech

Theatre

**bold items are suggested as areas of emphasis for Journalism Graphics majors**

# Faculty

## GETTING TO KNOW YOUR PROFESSORS



### NOTES

#### ADMINISTRATION

Scott R. Olsen, dean of the College of Communications, Information, and Media  
Marilyn Weaver, journalism chair and professor  
Dan Waechter, administrative assistant and curricular adviser  
Sheryl Swingley, internship coordinator and instructor

#### JOURNALISM GRAPHICS

Michael Price, sequence coordinator and instructor  
Walt Baker, instructor  
Pam Farnen, instructor  
Alfredo Marin-Carle, assistant professor

#### NEWS-EDITORIAL

Tendayi Kumbula, sequence coordinator and assistant professor  
Ken Heinen, adviser to the Daily News and assistant professor  
Larry Lough, instructor  
Mark Massé, assistant professor  
Beverley Pitts, associate provost and professor  
Mark Popovich, professor  
Larry Riley, instructor  
Sheryl Swingley, instructor

#### PHOTOJOURNALISM

Tom Price, sequence coordinator and assistant professor  
Terry Hemlinger, assistant professor

#### MAGAZINE

David Sumner, sequence coordinator and associate professor  
Mark Massé, assistant professor  
Pat Mills, instructor

#### ADVERTISING

Bob Gustafson, sequence coordinator and associate professor  
Tom Robinson, assistant professor  
Howie Snider, instructor

#### PUBLIC RELATIONS

Mel Sharpe, sequence coordinator and professor  
Becky McDonald, assistant professor  
Shirley Serini, associate professor

## NOTES

### SECONDARY EDUCATION

Bill Holbrook, sequence coordinator and assistant professor  
Marilyn Weaver, professor

### JOURNALISM GRAPHICS PROFESSIONAL ADVISORY BOARD

Staci Andrews, The Cincinnati Enquirer,  
Charles Blow, The New York Times  
Scott Davis, The Star Press  
Octavio Diaz, Florida Toady, Melbourne, Florida  
Jackson Dykman, The Washington Post  
Jennifer George, The Detroit Free-Press  
Keith Hitchens, The News-Sentinel, Fort Wayne  
Emily Holmes, The Sun, Baltimore  
Tony Majeri, Chicago Tribune  
Bill Marsh, The Philadelphia Inquirer  
David Milne, The Philadelphia Inquirer  
Dan Shea, The Times-Picayune, New Orleans  
Bill Webster, The Washington Post  
Deborah Withey, Knight-Ridder, Detroit

# Journalism Labs

## COMPUTER LABS IN WEST QUAD



### NOTES

- The journalism department has five computer classrooms. All five are equipped with Macintosh computers.
- Of the five labs, three are used for teaching graphics courses. The other two labs are used for media writing and editing.
- All journalism majors are required to take at least three courses which are taught in department computer classrooms. All journalism department majors will have achieved, prior to graduation, at least a minimum level of computer competency necessary for a career in the journalism/communications industry.

#### WQ 207

- This lab features 11 Macintosh 7600s and 6 Macintosh 8500s. Each is equipped with at least 80 mb of RAM and 2 gigabyte hard drives. There are four Apple flatbed scanners and 13 Nikon film scanners available at various workstations. Software in this lab includes: Adobe Photoshop 4.0, Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 7, Microsoft Office 98, Netscape Navigator, Quark XPress 4.0, and VAX access. One workstation has a Lexis/Nexis connection for academic research purposes. Available printers for this lab are Apple Laserwriter 8500s.

#### WQ 208

- This lab features 17 Macintosh G3s. Each is equipped with at least 96 mb of RAM and 4 gigabyte hard drives. There are five Apple flatbed scanners at various workstations. Software in this lab includes: Adobe Photoshop 4.0, Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 7, Microsoft Office 98, Netscape Navigator, QuarkXpress 4.0, and VAX access. Available printers for this lab are two Apple Laserwriter 8500s.

#### WQ 210

- This lab features 17 Macintosh G3s. Each is equipped with at least 96 mb of RAM and 4 gig hard drives. There are four Apple flatbed scanners and one Nikon film scanner at various workstations. Software in this lab includes: Adobe Photoshop 4.0, Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 7, Microsoft Office 98, Netscape Navigator, QuarkXpress 4.0, and VAX access. One workstation has a Lexis/Nexis connection for academic research purposes. Available printers for this lab are two Apple Laserwriter 8500s.

**WQ 410**

- This lab features 17 Macintosh G3s. Each is equipped with at least 96 mb of RAM and 4 gigabyte hard drives. Software in this lab includes: Adobe Photoshop 4.0, Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 7, Microsoft Office 98, Netscape Navigator, QuarkXpress 4.0, and VAX access. Available printers for this lab are Apple Laserwriter 8500s. This lab is open for classes.

**WQ 411**

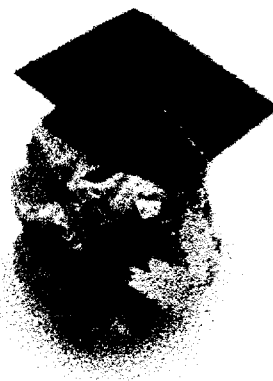
- This lab features 17 Macintosh G3s. Each is equipped with at least 96 mb of RAM and 4 gigabyte hard drives. Software in this lab includes: Adobe Photoshop 4.0, Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 7, Microsoft Office 98, Netscape Navigator, Quark XPress 4.0, and VAX access. Available printers for this lab are Apple Laserwriter 8500s. This lab is usually only open during classes.

**WQ 321 RESOURCE CENTER**

- Journalism students may use computer equipment assigned to the department's resource center. Computers in this room include three Macintosh 6100s, one Macintosh LC and one Gateway PC. Software in this room includes: Adobe Pagemill 2.0, Clarisworks 5.0, Freehand 5.5, Microsoft Office 98, Netscape Navigator, QuarkXpress 4.0, and VAX access. One workstation has a Lexis/Nexis connection for academic research purposes. Available printers for this lab are Apple Laserwriter 8500s. This lab is usually open from 8 a.m.-5 p.m.

# Scholarships

## TAKING A CHUNK OUT OF TUITION



### NOTES

#### APPLYING FOR SCHOLARSHIPS

To apply for a scholarship(s), review the selection criteria then complete the application form(s) and submit your completed application(s) along with any work samples to the department office by the specified deadline. Applications are available in early January from the Journalism Department office and are usually due back in mid-February.

#### GENERAL CRITERIA FOR JOURNALISM SCHOLARSHIPS

Any student applying for any of the following scholarships **MUST** be enrolled for the current semester and plan to enroll for at least one semester and take at least 12 hours per semester (or three hours of internship) while the scholarship is in effect for the academic year, beginning in August. In other words, he/she must be a full time student.

A student **MUST** have a grade point average (GPA) of 2.6 in all course work and/or outstanding media service before he/she can apply for scholarship consideration. Media service may include student publications, internships, and/or other on or off campus media work.

Applicants should submit copies of up to three samples of their work for each scholarship application. Photo copies are acceptable. Study each description carefully (in every category) and apply **ONLY** for those scholarships for which you qualify. Students who have previously won one-year scholarships are invited to reapply or apply for other applicable scholarships.

Recipients will be chosen by members of the journalism faculty. **All scholarship recipients must attend the journalism honors convocation.**

Students applying for scholarships should check the criteria for those scholarships. When the criteria include a class standing, it is the expectation that the student will be in that class during the year the scholarship would be used.

In some cases where a scholarship has been given as a memorial or represents a gift to the Department of Journalism, the required paperwork to process the scholarship will **NOT** be forwarded until the recipient has written a letter of appreciation to the donor and given the letter, along with an addressed envelope and stamp, to the department office for mailing. Simple good manners dictate this appropriate thank you. Check the department office for correct mailing address.

#### DEPARTMENTAL SCHOLARSHIPS

##### **Fort Wayne Journal-Gazette Foundation Scholarship**

**Number given: 1**

**Value: \$2,000**

**Criteria:** This one year scholarship is given to a student, undergraduate or graduate, who is majoring in either the news-editorial sequence as an undergraduate or the journalism master's degree program. Preference is given to a student who comes from the Fort Wayne Journal-Gazette circulation area which includes northeast Indiana and northwest Ohio.

**Eugene C. Pulliam Journalism Scholarship****Number given: 3****Value: \$1,500 each**

**Criteria:** To be used for the senior year. Applicants must be committed to a career in newspaper journalism and willing to attend the Pulliam Scholarship Seminar in October. The three scholarships honor Eugene C. Pulliam, former publisher of the Indianapolis Star and the Indianapolis News and other Indiana and Arizona newspapers.

**Peggy Carnal Barnes Memorial Scholarship****Number given: 1****Value: \$1,500**

**Criteria:** Recipient of this one-year scholarship must be an undergraduate journalism student who strives for excellence in studies, skills, and sensitivity and who demonstrates a genuine concern and appreciation for all people. Preference will be given to Delaware County students of high moral character with a GPA of 3.0 or higher.

**H. Earle and Ann Maier Correvont Memorial Scholarship****Number given: 1****Value: \$1,200**

**Criteria:** This one-year scholarship is for a journalism major who has outstanding scholastic achievement. Financial need is a determining factor but not necessarily a governing factor. This scholarship is derived from the income of a gift honoring a former Orient editor, Ann Correvont, and her husband.

**Holmes/McFadden Memorial Non-Traditional Student Scholarship****Number given: 1****Value: \$1,000**

**Criteria:** This one-year scholarship will be given to a current journalism student who meets university criteria as a non-traditional student. The student must be at least 23 years of age. The student must be a journalism major. The scholarship is derived from the interest from the Holmes-McFadden memorial gift to the department.

**Holmes/McFadden Leadership Scholarship****Number given: 1****Value: \$1,000**

**Criteria:** This one-year scholarship is for a journalism major who has demonstrated outstanding leadership in journalism department student publications and organizations, and/or other campus or not-for-profit organizations, especially in positions related to the student's major.

**Don Yaeger Daily News Scholarship****Number given: 1****Value: \$1,000**

**Criteria:** Recipient of this one-year scholarship must be an undergraduate journalism major who has worked for the Daily News for a minimum of one year and who continues working for the Daily News during the scholarship year.

**Sam Smith News-Editorial Scholarship****Number given: 1****Value: \$750**

**Criteria:** Recipient of this one-year scholarship must be a news-editorial major who has completed the pre-journalism program and has a serious commitment to newspaper journalism.



**Vernon C. & Mary H. Schranz Public Relations Scholarship**

**Number given: 1**

**Value: \$750**

**Criteria:** Recipient of this one-year scholarship must be a public relations major and show outstanding potential in the field. Scholarship for the academic year will be awarded in the Fall semester at the time of the Vernon C. Schranz Distinguished Lectureship in Public Relations program.

**Pamela Forbes Memorial Scholarship**

**Number given: 1**

**Value: \$750**

**Criteria:** To be used for the senior year of school. In addition to the general journalism requirements, applicants must be women who are effective and active members of the staff of a campus student publication. This scholarship has been established in memory of Pamela Forbes, a journalism major at Ball State.

**Kenneth J. Atwell Excellence-in-Reporting Scholarship**

**Number given: 1**

**Value: \$500**

**Criteria:** This one-year scholarship is given to a journalism student who has demonstrated excellence in reporting for a campus publication and/or an off-campus media assignment(s). The recipient is expected to present clips which support the application.

**Iva Lee Lamberson Scholarship**

**Number given: 1**

**Value: \$150**

**Criteria:** Awarded to provide financial assistance to a full time Ball State University undergraduate student who is a Daily News staff member.

**DeMotte Memorial Scholarship**

**Number given: 1**

**Value: \$500**

**Criteria:** This one-year scholarship honors Sharley B. DeMotte, who founded journalism instruction at Ball State. Recipient should be a journalism major, have at least sophomore standing when the scholarship is used, and have demonstrated a financial need.

**Departmental Scholarships**

**Number given: one scholarship per sequence**

**Value: \$500**

**Criteria:** Must be enrolled in the journalism sequence in which the scholarship will be used. F.O. Wellnitz Memorial - advertising; Danny Collier Memorial - journalism graphics; Larry J. Horney Memorial - magazine, news-editorial; Richard Ware Memorial - photojournalism, public relations, secondary education.

**NATIONAL SCHOLARSHIPS****Mary A. Gardner Scholarship****Number given: 1****Value: \$300****Criteria:** Award for a college sophomore or junior pursuing journalism studies at a four-year institution. Must be a U.S. citizen. Submit financial aid form and essay.**Contact:** Jennifer McGill

Association for Education in Journalism and Mass Communications

121 LeConte College, USC Columbia, SC 29208-0251

803-777-2005

**Robert P. Scripps Graphic Arts Grants****Number given: unknown****Value: \$1,000 - \$3,000****Criteria:** One-time award for undergraduates pursuing careers in newspaper production/management. Send letter stating major, year in school, and career goal with request for application before December 20. Applicant must be a U.S. citizen and attend a four-year institution.**Contact:** Patty Cottingham, Director Scripps Howard Foundation

PO Box 5380 Cincinnati, OH 45201-5380

513-977-3847

**Scripps Howard Foundation Journalism Scholarship****Number given: 117-140****Value: up to \$3,000****Criteria:** One-time award to undergraduates with work experience who are studying print or broadcast journalism. Send letter stating major, year of study, and career goals with request for application before December 20. Applicant must submit samples. Applicant must be a U.S. citizen and attend a four-year institution.**Contact:** Patty Cottingham, Director Scripps Howard Foundation

PO Box 5380 Cincinnati, OH 45201-5380

513-977-3847

**National Association of Black Journalists Scholarship Program****Number given: 10****Value: \$2,500****Criteria:** One-time award for African-American college students attending a four-year institution and majoring in journalism. Minimum 2.5 GPA required. Submit letter from advisor, work samples, autobiography, resume and photo with application. Applicants must be U.S. citizens with an interest in writing.**Contact:** Renee Hickman, National Association of Black Journalists

University of Maryland, Taliaferro Building, Suite 3100

College Park, MD 20742

703-405-8500

**Pulliam Journalism Fellowships**

**Number given: unknown**

**Value: \$4,200**

**Criteria:** Applicant must be a U.S. citizen who will earn a bachelor's degree during the eleven months prior to the fellowship. Applicants should have newspaper experience and have proven potential in reporting, writing, and editing. Must have high academic achievement, especially in the liberal arts.

**Contact:** Russell B. Pulliam, Editor Central Newspapers, Inc  
c/o The Indianapolis News, PO Box 145,  
Indianapolis, IN 46206-0145

**Chicago Sun-Times Minority Scholarships and Internships**

**Number given: unknown**

**Value: \$1,500 & possible internship**

**Criteria:** Open to minority college students from the Chicago Metropolitan area who will be incoming juniors and have demonstrated an interest in print journalism.

**Contact:** Managing Editor, The Chicago Reporter  
332 S. Michigan Ave., Chicago, IL 60604  
312-427-4830

**Fort Wayne News-Sentinel Minority Scholarship**

**Number given: unknown**

**Value: \$350 weekly stipend**

**Criteria:** Applicants must plan to pursue a career in journalism.

**Contact:** Caroly DiPaolo, Fort Wayne News-Sentinel, Attn: Managing Editor  
600 W. Main St., Fort Wayne, IN 46802-1498

**Journalists in Europe Scholarships (France)**

**Number given: unknown**

**Value: 4,000 - 6,000 Fr per month & cost of enrollment**

**Criteria:** Candidates for the program should be between 25 and 35 years of age and have worked for at least four years, full-time, as journalists in a news agency, newspaper or magazine or as freelancers. Participants must be able to read, understand, and speak both English and French and be able to write in one of the two languages.

**Contact:** Journalist in Europe Fund  
33, rue du Louvre, F-75002 Paris, France 144-822000

**National Federation of Press Women, Inc. Junior/Senior Scholarship**

**Number given: unknown**

**Value: \$500**

**Criteria:** Applicants must be female college students who are majoring in communication and seeking a degree in journalism. Candidates must be junior or senior level college students. Recipient is selected on the basis of career potential, scholarship and financial need.

**Contact:** Priscilla Owings-Chansky, Executive Director  
National Federation of Press Women, Inc.  
4510 W. 89th St., Suite 110, Prairie Village, KS 66207-2282  
800-780-2715

NOTES

**National Newspaper Publishers Association Grants**

**Number given:** 10

**Value:** \$2,000

**Criteria:** Applicants must be minority college students pursuing careers in journalism.

**Contact:** Chairman, NNPA Scholarship Committee  
National Newspaper Publishers Association  
3200 13th St., NW, Washington, DC 20010  
202-588-8764

**Lowell F. Crouse Scholarship**

**Number given:** 1

**Value:** unknown

**Criteria:** Awarded to journalism student with the highest overall GPA who is active in student publications. Applicant must be of senior status.

**Freshman Achievement Scholarship**

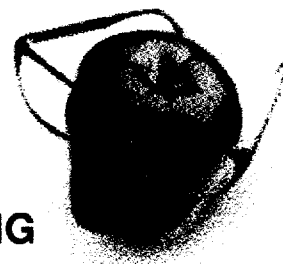
**Number given:** 1

**Value:** unknown

**Criteria:** Must submit a portfolio of journalistic materials and required to assist a journalism faculty member during the term of award.

# Student Organizations

## PROFESSIONAL INVOLVEMENT AND NETWORKING



### NOTES

The following professional organizations have student chapters or affiliates at Ball State. Contact the chapter advisers for membership information, officers listings, and activities.

The bulletin board on the stairwell between WQ floors one and two displays regularly updated information for each organization.

- **AAF American Advertising Federation**  
advertising professional organization  
Prof. Tom Robinson, adviser
- **ASC Association for Students in Communications**  
chapter of the Association for Women in Communications organization  
Prof. Sheryl Swingley, adviser
- **KTA Kappa Tau Alpha**  
chapter of the journalism academic honorary society  
Prof. Mark Popovich, adviser
- **JEA Journalism Education Association**  
chapter of the journalism secondary education professional organization  
Prof. Bill Holbrook, adviser
- **NABJ National Association of Black Journalists**  
chapter of the African-American professional organization  
Prof. Tendayi Kumbula, adviser
- **NPPA National Press Photographers Association**  
chapter of the photojournalism professional organization  
Prof. Tom Price, adviser
- **PRSSA Public Relations Student Society of America**  
affiliate of the public relations professional organization  
Prof. Shirley Serini, adviser
- **SND Society for News Design\***  
affiliate of the visual journalists' professional organization  
Prof. Michael Price, adviser
- **SPJ Society of Professional Journalists**  
chapter of the journalists' professional organization  
Prof. Larry Riley, adviser

\*Detailed information regarding the Society for News Design follows

# SND

## NETWORKING WITH PROFESSIONALS



### NOTES

#### WHAT IS SND?

- The Society for News Design is an organization for the visual journalist, photographer, illustrator, artist, writer or student interested in newspaper design.

As a member of the local SND chapter, you will receive:

- An opportunity to help sharpen your skills for a career in newspaper graphics and design.
- A chance to meet people who have similar interests and career goals as you.
- Save on some required class texts.
- Admittance to various software and job preparation workshops for free or at a reduced price.
- Admittance to professional speakers.
- A chance to apply for grants to aid in portfolio expenses.
- The local membership produces a CD portfolio for members that is distributed at national conferences to newspapers around the country.
- Save on National SND fees as a local member.

#### WHY JOIN SND NATIONAL?

- SND is your way to have an impact on the future of the profession. It gives you a voice in shaping the visual future of newspapers. SND is an active, international organization that will benefit you in the following ways:

##### Professional development

- SND workshops give you the best avenue available for keeping up with the fast-moving field of graphics and design. And participation in an international professional society will enhance your value of your major and the time you are working in college to get into the profession.

##### Information

- Plugging into the Society's information network will give you immediate access to the latest developments in the field. Our publications tell you the who, what, when, where, why and how of newspaper graphics and design. And through the SND data libraries on PressLink and the CIS-Forum you get both instant information and fast feedback from SND problem-solvers.

##### Recognition

- Receiving an award in The Best of Newspaper Design competition is a career-booster and brings recognition to your publication or university.

### **Career networking**

- SND's membership has grown to more than 2,270 members in the United States, Canada, and 38 countries around the world. Who you know can be invaluable help in problem-solving and career advancement especially when looking for an internship or a first job.

### **WHY JOIN SND NATIONAL?**

#### **Publications**

- All the publications SND delivers are great references for class projects, professional work and job placement.
  - The Best of Newspaper Design annual features the winners of the yearly design competitions.
  - Design, is a quarterly magazine reporting on current trends in the profession available only to members.
  - SND Membership Directory is a valuable reference tool when looking for contacts at publications around the world.
  - SND Update is a bi-monthly newsletter that keeps members up-to-date on SND conferences, training programs and events.

#### **Education/Training**

- SND student awards and an annual college newspaper design competition recognize outstanding design students.
  - Annual internship project complies newspaper design and graphics internships available.
  - SND offers scholarships for students and educators to attend many of the organization's programs.
  - Offers annual newspaper design and graphics workshops and conventions.
  - SND Quick courses, a series of one-day regional workshops in North America.
- For more information about SND contact Michael Price, the current student officers, the bulletin board outside WQ 207 and the SND national's Web site at [www.snd.org](http://www.snd.org).

# Résumé/Portfolio

## PLANNING FOR YOUR CAREER



### NOTES

### PORTFOLIO GUIDELINES

**Purpose:** The purpose of a portfolio is to help sell yourself to employers for summer jobs, internships and permanent jobs.

**Keep current**

- You need to continue to update and add work to you portfolio.
- Remember to start early in your college career. When you publish work get as many copies as you can.
- Be sure to keep digital copies of all assignments, internships work and student publications, like the Daily News, Expo, etc.
- Store potential portfolio pieces in a light-safe place lie a box with a lid.
- Include anything you think might help you in a future job search.
- You can also change the materials in your portfolio to fit the position you are applying for.

### PLACES TO PURCHASE PORTFOLIOS

- Each year, the Association for Students in Communications sells portfolios throughout the year in WQ. Portfolios come with 10 sleeves and are available in black only. Sizes range from 11 x 9 to 22 x 17. Prices range from \$70 - \$150.
- Portfolios can also be purchased at art stores such as Gordy's Art Mart, TIS, and the Ball State Bookstore in the Village. In Indiana, you can find them at Michaels and Bates art supply.

### PORTFOLIO REQUIREMENTS FOR EXIT INTERVIEW

- A minimum of 10 outstanding published pieces:  
for these pieces, the student is responsible for the layout, design and/or illustration of the pieces; these may include newspaper pages, magazine pages, tabloid pages and/or informational graphics.
- It is preferred that these 10 pieces include a range of black and white, 2-color and 4-color work.
- The student must be able to defend the relevance of these 10 pieces to the profession of Journalism Graphics. Therefore, these 10 pieces would not be considered studio graphic design, specialty design or advertising.



- It is recommended that the nature of these pieces be directed toward the student's sequence option of interest (graphics reporting or visual editing).
- A minimum of four revised projects from each of the following courses:  
J321 Newspaper Design  
J345 Journalistic Visual Reporting  
J475 W.E.D. Seminar
- A minimum of four revised projects from two of the following courses produced and revised by the student:  
J323 Magazine Design  
J445 Advanced Visual Reporting  
J332 Visual Editing
- A minimum of two outstanding graphics packages produced by the student.
- A minimum of two pieces of the student's choice, published or classwork, not outlined above.
- Minimum number of pieces: 24

#### **REGARDING THE PORTFOLIO**

- Please consult with a member of the Journalism Graphics faculty for input about the size of portfolio case for your work and professional objectives.
- All items in the portfolio will be presented in a neat fashion.
- Anything that should be trimmed, will be neat and straight, not ragged or torn.
- Color printouts included in the portfolio will be a high quality, free of technical imperfections.
- Smaller items that might slide inside of the display sheets should be lightly into place with rubber cement, using as little adhesive as possible. When using rubber cement let pages dry for at least one day before placing into portfolio.

#### **WHEN PRESENT THE PORTFOLIO DURING THE EXIT INTERVIEW**

- The student should be prepared to give a detailed description and defense for each piece.
- The nature of the assignment should be outlined verbally for each piece.
- The student should articulate what he/she executed in regard to each piece, covering the topic area of content, design, color, typography, writing, research, editing, illustration and technical execution regarding computer hardware and software.
- The student should offer a critique of the work, pointing out strengths, weaknesses and suggested improvements.

### REGARDING THE PRE-EXIT INTERVIEW

- The student should schedule a pre-exit interview with the Journalism Graphics coordinator during the semester immediately prior to his/her final semester.
- The student should use this meeting to present the status of his/her portfolio and seek input. Consider this meeting as a rehearsal for the final exit interview the next semester.
- At this meeting, the student will provide his/her printed résumé. The résumé will be critiqued and returned to the student for revision.
- The conduct and dress at this meeting will be casual.

### REGARDING THE EXIT-INTERVIEW

- The student will schedule a time to meet with the Journalism Graphics coordinator for the purpose of the exit interview.
- The exit interview should be scheduled prior to the mid-term of the student's final semester.
- The student will arrive on time for the interview. If not on time, a new interview time must be scheduled.
- At the interview, the student will present his/her portfolio and be prepared to field questions regarding the work. See guidelines above.
- The student will provide his/her printed résumé.
- After the interview, the student will complete the proper forms for approval and an evaluation of the Journalism Graphics program.
- The conduct and dress at this meeting will be business-like and conducted in a professional manner.

# Student Media

GAINING EXPERIENCE OUTSIDE OF CLASS



## NOTES

### **The Ball State Daily News**

**Editorial- West Quad 212, 285-1202**

**Advertising- West Quad 135, 285-8256**

**Ken Helnen, adviser**

The Ball State campus newspaper offers paid and non-paid positions for students interested in writing, photography and design. The newspaper also serves as a learning environment where students can improve their skills learned in the classroom or learn new skills if they have no experience. There are also several paid positions in the advertising sales office.

The Daily News also operates a daily-updated online edition where students can gain experience in producing content and design for digital, interactive media.

### **Expo magazine**

**West Quad 205, 285-8223**

**Dr. David Sumne, adviser**

This award winning magazine publishes once a semester and is completely written and designed by student staff members.

### **Ball Bearings**

**West Quad 129, 285-9050**

**Prof. Larry Riley, adviser**

Ball Bearings is a recent product that lets students experiment with journalistic ideas on the World Wide Web. <http://www.journalism.bsu.edu/ballbearings>

### **Cardinal Communications**

**West Quad 204, 285-8220**

**Dr. Shirley Serini, adviser**

Students who work for Cardinal Communications gain practical experience by providing public relations and advertising services to non-profit and campus organizations.

### **WBST-FM (92.1)**

Ball Communications Bldg. 230, 285-2646

### **WBSU-TV (Channel 5)**

**Indiana Public Radio**

Ball Communications Bldg. 204, 285-1480

### **WCRD-FM (B 91.3)**

Ball Communications Bldg. 132, 285-1467

### **WIPB-TV (Channel 49)**

Ball Communications Bldg. 230, 285-2646

### **WCRH-TV (Channel 57)**

Ball Communications Bldg. 148, 285-1481

# Paid Positions

MAKE MONEY AND GAIN EXPERIENCE



## NOTES

### **BSU Printing Services**

1902 W. Petty Road  
285-8420

### **BSU Journalism Workshops**

West Quad 315  
285-8900

### **BSU Housing & Residence Life**

LaFollette - LA N-10, N-13  
285-2333

### **Bureau of Business Research**

Whiting Building - WB 149  
285-5926

### **BSU Department of Journalism**

West Quad 308  
285-8200

### **Star Press**

125 S. High Street  
Muncie, IN 47307  
P. O. Box 2408  
747-5700

### **Anderson Herald-Bulletin**

1133 Jackson St.  
Anderson, IN 46015  
P. O. Box 1090  
622-1212  
1-800-750-5049

### **CS Kern**

3401 Hamilton Ave.  
Muncie, IN 47302  
289-8600

### **Alumni Center**

AL - 2800 Bethel Ave.  
285-1080  
Charlotte Shepperd, Dir. of Alumni  
Communications

### **University Publications**

620 N. McKinley Ave.  
285-5953  
Lori Rader, Communications Manager

### **Indiana Academy Outreach Office**

Elliot Hall - Talley Street  
285-6608

# Internships

## GAINING PRACTICAL EXPERIENCE



### NOTES

- The department suggests completing your required internship between sophomore and junior year. Students should work as much as possible during college to get as much practical experience as possible.
- When looking for an internship consider attending one of the internship workshops that are offered in the beginning of both fall and spring semesters. These workshops answer many questions students have and allow students to meet the internship coordinator Sheryl Swingley. Requirements for internships are also discussed at this time.

### PLACES TO LOOK FOR INTERNSHIPS

- Check the journalism department's Web page at [www.journalism.bsu.edu](http://www.journalism.bsu.edu) for internship listings. The bulletin board outside WQ has internship listings around the country.

### PLACES STUDENTS HAVE COMPLETED INTERNSHIPS BEFORE

The Buffalo News, N.Y.  
The Chicago Tribune  
The Columbus Dispatch, Ohio  
Dayton Monthly magazine, Ohio  
The Detroit News  
Entertainment Weekly magazine  
The Fort Wayne News-Sentinel  
The Fort Wayne Journal-Gazette  
The Fort Worth Star-Telegram  
Indiana Business Journal  
The Indianapolis Star  
Journey Communication of Virginia  
Knight-Ridder  
The Muncie Star  
The Philadelphia Inquirer  
The Press-Telegram, Long Beach, Calif.  
The Sacramento Bee  
The St. Paul Pioneer Press  
The Saturday Evening Post  
The Savannah Morning News, Ga.  
The Sun Baltimore, Md.  
The Sun News Myrtle Beach, S.C.  
The Times Hammond, Ind.  
The Times-Picayune, New Orleans  
USA Today  
The Washington Post

**PLACES WHERE JOURNALISM GRAPHICS STUDENTS  
HAVE BEEN EMPLOYED**

Anchorage Daily News, Alaska  
American United Life, Indianapolis  
The Arizona Republic, Phoenix  
Associated Press, New York City  
Associated Collegiate Press, Minneapolis  
Ball State University Publications  
Barnes Newspapers Group of Indiana  
The Baltimore Sun  
The Bradenton Herald, Bradenton, Fla.  
The Buffalo News, N.Y.  
The Cincinnati Enquirer  
The Charlotte Observer, Charlotte, N.C.  
The Chicago Tribune  
The Dallas Morning News  
The Detroit News  
The Detroit Free-Press  
The Evansville Press, Evansville, Ind.  
The Herald-Telegram, Bloomington, Ind.  
Journey Communications, Charlottesville, Va.  
The Journal-Gazette, Ft. Wayne, Ind.  
The Lakeland Ledger, Lakeland, Fla.  
Macmillan Publishing, Indianapolis  
The Marion (Ind.) Chronicle-Tribune  
The News-Herald, Panama City, Fla.  
The News-Observer, Raleigh, N.C.  
The News-Press, Savannah, Ga.  
The News-Leader, Springfield, Mo.  
The News-Times, Hartford City, Ind.  
The Philadelphia Inquirer  
The Palladium-Item, Richmond, Ind.  
The Pioneer-Press, St. Paul, Minn.  
The Prague Post, Czechoslovakia  
The Republican American, Waterbury, Conn.  
Quinlan Communications, Indianapolis  
Royal Publishing Group, Nashville, Tenn.  
The Seattle Times  
The South Bend Tribune, South Bend, Ind.  
The Sun-News, Myrtle Beach, S.C.  
The Sun-Sentinel, Ft. Lauderdale, Fla.  
The Times-Picayune, New Orleans  
The Times-Union, Jacksonville, Fla.  
The Village Voice, New York City  
The Washington Post, Washington, D.C.

**BESTY M. ROSS INTERNSHIP FUND**

- The Besty M. Ross Internship Fund is available to provide students financial assistance as they search for an internship or complete internship requirements to earn their degrees in journalism.
- Students may apply at any time. Applications will be reviewed at least twice a year. Students will receive a response within 10 days of submitting request.
- The maximum amount of assistance a student may apply for is \$250. A total of \$1,000 is available in the fund on a yearly basis.
- Funds may be used for such needs as tuition, travel to and/or from the internship site for employment (doesn't include travel for interviews), moving expenses, housing during the internship, purchase of a portfolio, portfolio development (printing, copying, etc.), postage to mail portfolio materials, etc.
- To apply for funds, students are asked to write no more than a one-page letter addressed to members of the Betsy M. Ross Internship Fund Committee. The letter should be hand-delivered or mailed to Marilyn Weaver, Department of Journalism, Ball State University, Muncie, Indiana 47306.
- In the application letter, students must explain their internship plans and why they are in need of financial assistance. Students also must provide in their letter an itemized budget of funds needed. The funds requested may be used for one item or several.
- Recipients of assistance from the fund must meet the following criteria:
  - major or minor in the Department of Journalism
  - 3.0 grade point average in their major or minor
  - financial need
  - talent in the area of journalism, advertising or public relations
- Recipients will be notified by letter whether they will receive assistance from the Betsy M. Ross Internship Fund.

# Job Search

## WHERE TO FIND EMPLOYMENT INFO



### NOTES

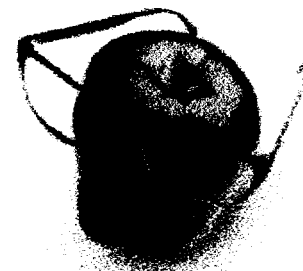
The following locations are good places to start when searching for either internships or full-time employment after graduation.

- The bulletin boards located outside of the journalism department office on the third floor of West Quad have categorized job postings.
- The electronic message board located in the journalism resource center announces upcoming events and employer visits.
- Check out Career Services to see if there are any postings for journalism-related fields. Those students who are looking for internships must register with career services before enrolling for internship credit. Registering with Career Services enables you to be notified of field-related job postings when they are available and also information on practice interviews and career information days.
- The Department of Journalism Web site (<http://www.journalism.bsu.edu>) has job postings under the student resources section. This portion of the web site is only accessible from campus locations.
- The Society for News Design Web site (<http://www.snd.org>) has listings for national and international internship and career opportunities.
- Other web sites to check out are:
  - Knight Ridder-** <http://www.freep.com/jobspage>
  - Gannett-** <http://www.gannett.com>
  - Tribune-** <http://www.tribune.com>
  - Career Mosaic-** <http://www.careermosaic.com>
  - IntelliMatch-** <http://www.intellimatch.com>
  - Select Jobs-** <http://www.selectjobs.com>
  - Hot Jobs-** <http://www.hotjobs.com>
  - Virtual Job Fair-** <http://www.vjf.com>
  - CareerPath-** <http://www.careerpath.com>
  - Espan-** <http://www.espan.com>
  - Monster Board-** <http://www.monster.com>
  - Online Career Center-** <http://www.occ.com>



# Student Resources

## WHERE TO FIND MATERIALS FOR CLASS



### NOTES

### LIBRARIES

Architecture Library, Architecture Building, room 116  
Bracken Library, McKinley Avenue  
Science-Health Science Library, Cooper Nursing, room 16

### UNIVERSITY COMPUTER LABS

#### Macintosh Labs

Arts & Communication Building, room 314  
Burkhardt Building, room 220  
Bracken Library, room 108  
North Quad, room 323  
Robert Bell Building, room 134F  
Student Center, L-23  
Teachers College, room 709  
Whitinger Business Building, rooms 213 and 216  
West Quad Journalism Lab, room 210 (you must be a journalism student to use this lab)

#### IBM Labs

Robert Bell Building, room 134  
Architecture Building, room G121  
Burkhardt Building, room 220  
Bracken Library, room 108  
Cooper Nursing, room 313  
Lucina Hall, room 121  
North Quad, room 323  
Student Center, L-23  
Teachers College, room 709  
Whitinger Business Building, rooms 202, 213 and 216  
Applied Technologies Building, room 208

### HELP CENTERS AND OTHER RESOURCES

#### The Learning Center, North Quad room 323

Free tutoring is available here for most general studies courses.

#### Journalism Resource Center, West Quad room 321

Many national newspapers and magazines are available for reading, older publications are available for clipping, Mac and IBM computers are available.

#### Department of Journalism Web Page <http://www.journalism.bsu.edu>

The department Web site includes information about the academic programs, alumni information, faculty listing, student gallery, internship opportunities and scholarship information.

### **Writer's Workshop**

Located on the department Web site, this writing tool contains several exercises on word usage, punctuation, news judgment, subject-verb agreement and active/passive voice.

### **The Writing Center**

Free tutoring sponsored by the English Department that offers help with paper planning, organization, development, research, grammar and punctuation. It is recommended that students make an appointment by calling 285-8387 or stopping by the Robert Bell Building in room 291.

### **Lexis/Nexis**

A Newspaper article database that is available only in the Journalism Resource Center.

### **Student Server Accounts**

100 MB of storage space on the department server is available upon request. E-mail Dan Waechter at [dwaechte@gw.bsu.edu](mailto:dwaechte@gw.bsu.edu) for information on obtaining an account.

### **Zip Disks**

The Ball State chapter of the NPPA sells Zip disks at a discount rate in West Quad. See Prof. Tom Price to make your purchase.

### **Newspapers and Magazines**

#### **City Libraries**

Muncie Public Library, 301 E. Jackson St.  
Anderson Public Library, 111 E. 12th St.  
Yorktown Public Library, 9208 W. Smith

#### **Bookstores**

Bookland, Muncie Mall, 3501 N. Granville Ave.  
Readers World, Northwest Plaza, 1601 W. McGalliard Rd.  
Barnes and Noble, Indianapolis, 3748 E. 82nd St.  
Borders Bookstore, Indianapolis, 5612 Castleton Corner  
Ball State Bookstore, Student Center

#### **Other Places to Check**

Marsh Supermarket, McGalliard and Tillotson locations  
Ball State Magazine recycling centers, located in most academic buildings  
The Electronic Newsstand, <http://www.eneews.com/>

# Reading List

## JOURNALISM GRAPHICS LITERATURE



### NOTES

During their tenure at Ball State, every Journalism Graphics student is strongly encouraged to read the following books and magazines, all of which can be found in Bracken Library.

- Finberg and Itule, "Visual Editing—A Graphic Guide for Journalists."
- Garcia, "Contemporary Newspaper Design."
- McDougall, "Picture Editing and Layout—A Guide to Better Visual Communication."
- Print Magazine, Print's Regional Design Annual.
- Society of Newspaper Design, "The Best of Newspaper Design."
- Garcia and Stark, "Eyes on the News."
- Itten, Johannes, "The Art of Color."
- Itten, Johannes, "The Elements of Color."
- Holmes, Nigel, "Designing Pictorial Symbols."
- Saint-Martin, "Semiotics of Visual Language."
- Thiel, "Visual Awareness and Design."
- Goodwin, "Groping for Ethics in Journalism."
- Barnhurst, "Seeing the Newspaper."
- Carter, "American Typography Today."
- Finberg and Itule, "Visual Editing."
- Fulton, "Eyes of Time: Photojournalism in America."
- Hunter, "Image and Word: The Interaction of Twentieth-Century Photographs and Texts."
- Tufte, "The Visual Display of Quantitative Information."
- Tufte, "Envisioning Information."
- Huff, "How to Lie with Statistics."
- Southworth and Southworth, "Maps—A Visual Survey and Design Guide."
- Cleveland, "The Elements of Graphing Data."
- Holmes and DeNeve, "Designing Pictorial Symbols."
- Simon and Schuster, "The Way Things Work—An Illustrated Encyclopedia of Technology."
- Poynter Institute, "Color in American Newspapers."
- De Grandis, "Theory and Use of Color."
- Wong, "Principles of Color Design."
- Hurley and McDougall, "Visual Impact in Print."